

PDD WAIVER/STATE PROGRAM AUTOMATED BUDGET PROCESS

Effective Monday, July 14, 2008, an automated budget process for the PDD waiver and state funded programs will be available on CDSS. You will no longer be using the Excel spreadsheet to prepare the budget.

All existing enrollments and budgets have been manually keyed into the automated system. Please contact us at cost@ddsn.sc.gov if you see anything that doesn't look quite right.

We receive monthly tapes from Medicaid containing paid claims information for the waiver funded consumers. 18 months of paid claims for the waiver funded program have been posted to the PDD waiver module. However, not all paid claims posted. We have about 100 pages of line items that did not post for various reasons. Cost Analysis will need to research and manually correct. Cost Analysis is also manually entering all the invoices paid for the state funded program. It will take us a little bit to catch up.

NEW BUDGET PROCESS

Enrollment – You will continue to receive the Notice of Enrollment form from Donna Fletcher. When you receive the Notice of Enrollment, log into CDSS, bring up your consumer's record, and click on the PDD Waiver Module in the CDSS Navigation Menu.

Budget Process –

- Once you get to the PDD Waiver module. Click on "Budgets" and you will see that the system has already created the 3 years of budgets. Enter the number of units for case management and the assessment in "Year 1". (For those of you who have consumers enrolled for over a year, you will see the current budget in "Year 2".)
- Authorize the assessment.
- When you receive the assessment from the EIBI service provider, forward a copy of the assessment to Ms. Jody Cholewicki at the District Autism Office requesting budget approval. Do not send an Excel spreadsheet. Jodi will review the assessment and update the consumer's budget on CDSS. If Jodi has your e-mail, she will notify you that CDSS has been updated.

Ms. Jody Cholewicki
SCDDSN Autism Division
Fairfield Office Park
1064 Gardner Road, Suite 301
Charleston, SC 29407

Email: jcholowicki@ddsn.sc.gov

- You can also periodically check CDSS to see if the budget has been approved. If you do not receive an e-mail or do not see an approved budget after 1 week, contact Jodi at jcholowicki@ddsn.sc.gov.
 - Authorize the EIBI services in the approved budget.
 - Monitor the services.
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